

Job Description

1. Position Details:

Position Title:

Coordinator Gypsum, Beneficiation (Waste)

2. Position Summary:

Responsible for managing all day-to-day operational activities gypsum and/or tailing storage operations and required policies and procedures to ensure the Beneficiation Waste Plant: staffing, equipment, resources, and systems are in place, performance tested and operational before plant commissioning and operation phases. Manage all resources for gypsum and/or tailing storage operations including a qualified and well trained workforce to safely operate and meet the production strategy, budgets, and operational objectives of MWSPC.

Establishes a strong culture of safety and teamwork to ensure quality implementation of all operational Health, Safety, Environmental (HSE), and Quality processes.

3. Key Duties and Responsibilities

General Management

- Provides general supervision of overall gypsum and/or tailing storage operations, including daily, monthly and annual targets. Includes reviewing and checking the daily reports to assess the status of condition. Provides technical advice and operational instructions to contractor workforce.
- Conducts major trouble shooting; providing technical advice, participating in shutdown & start-up operations, ensures water levels and other parameters remain within agreed operating conditions.
- Authorizes request to maintenance personnel for non-emergency repair and maintenance assistance. Ensures that all such work is carried out with a maximum efficiency and that downtime for the plant and equipment is kept to a minimum.
- Examines performance and maintenance problems of a variety of equipment and ensures that maintenance assistance is provided for the solution of such maintenance problems.
- Approves cold, hot and hazardous permits including working around water.
- Contributes creative technical ideas for plant modification aimed at improving quality, safety, operation reliability and cost. Evaluates modifications from technical points of view and submits findings for review and approval of the Superintendent. Ensures the implementation of approved modifications.
- Assists developing start up plans for plant including supervision of commissioning and ramp up planning.
- Manages interfaces between the project and the operations teams, to ensure facilities are operable and maintainable, and that the transition to operations is well planned and executed.
- Ensures the interfaces between the Plant and off-plot activities are effectively addressed.
- Oversee shutdown, maintenance and turnaround plans and procedures.
- Assists with the development of Emergency Response plans and manuals in conjunction with HSE personnel.
- Assists with the development of operational safety procedures in conjunction with HSE personnel.
- Ensures the MWSPC policies and standards are implemented in the Plant.
 - Implements and upkeeps the safety, health, environment and quality systems.
 - Ensures operational activities comply with all statutory, permit and other standard regulatory requirements.
- Carries out administrative duties such as:
 - Preparation of reports (weekly, monthly and annual) production reports
 - Prepares and presents briefing and presentations to subordinates and Senior Management

- Handles general operation management administration matters
- Implementation of Safe Work Practices (housing keeping, PPE Compliance, etc.)
- Coordinates with the Incident investigation process for plant upsets & incident investigation.
- Develops Temporary Work Procedures to accommodate for abnormal operation / maintenance activities.
- Coordinate all Plant start-ups / shutdowns / emergencies with neighboring Plants operational staffs.
- Evaluates risks involved with abnormal operating conditions and proposes appropriate mitigation measures.

Budgets and Plans

- In conjunction with Superintendent Beneficiation (Waste) and Manager Beneficiation, establish specific goals for the Beneficiation Waste Plant in order to achieve the Plant and business Plan objectives.
- Assist in the establishment of the Beneficiation Waste Plant plans and budgets for the year based on the Operations and shutdown and planned annual turnarounds plans.
- Monitors the Operation budget with control on raw material consumption, manpower cost and overtime cost.

Maintenance for Shutdown and Turnaround

- Manage the planning, execution and cost control of shutdowns and turnarounds to meet operation and Business Plan objectives.

Policies, Processes & Procedures

- Assist development and implementation of policies, processes, procedures and controls covering all areas of Beneficiation Waste Plant at MWSPC Plant site to ensure all relevant procedural/ legislative requirements are fulfilled while delivering the appropriate quality and targeted objectives in a cost-effective manner.
- Establish maintenance service level agreements with Maintenance and other customers.

Leadership Management

- Create a working environment and culture which engages all Beneficiation Waste Plant staff and outside contractors.
- Effectively manage outside contractor workforce handling the gypsum and/or tailing storage operations at MWSPC

Health, Safety and Environmental

- Promote a culture of "Safety First" as reflected by low accident and incident rates.
- Ensure implementation of the operational HSE Management System to ensure all MWSPC staff observes standard HSE processes and operating procedures.
- Participate in Emergency Response and Command activities as required.
- Ensure that all personnel and contractors are fully briefed and trained on MWSPC's HSE regulations and adhere with them.
- Participate in the investigation of work accidents/incidents ensuring the effective implementation of the MWSPC's safety policies.

4. Education - Experience - Qualifications

Minimum Education:

Technical Diploma or equivalent education

Experience and Qualifications:

5 to 7 years of experience in gypsum and/or tailing storage operations for a major Mining Company. Experience in management of employees and outside contractors.

Skills

- Demonstrated leadership and supervising external contractors,
- Demonstrated understanding of the principles and applications associated with manufacturing

operations, maintenance and engineering.

- Excellent planning /organizational skills, with ability to balance production and maintenance needs.
- Excellent interpersonal communication and listening ability.
- A strong ability to be adaptable and flexible.
- Demonstrated ability to analyze and troubleshoot complex systems.
- Ability to work with teams and lead decision-making processes in a team environment.
- Excellent written, verbal and presentation skills in English required,
- Self-starter with minimal supervision for routine activities.
- Extensive computer skills in using Microsoft software (Word, Excel, PowerPoint, etc.) plus other software pertinent to the work performed would be advantageous.
- Ability to work with diverse populations, and foster a cooperative team environment.
- International work experience in remote camp environment.

Other Details

- Willingness to be away from home for lengthy period required
- Willingness to work internationally
- Willingness to work in remote location
- Must have valid passport, capable of meeting medical and background requirements to obtain Visa for Saudi Arabia.

5. Core Behaviours: (Professionals)

1) Teamwork	Communication and collaboration with each other across the company and with partners to achieve success together, values peoples contribution and recognizes achievements.
	<ul style="list-style-type: none"> ▪ Works together, ensures work well done is commended ▪ Looks beyond our own responsibilities, and is prepared to go the extra mile to achieve MWSPC goals ▪ Supports colleagues to set high aspirations and to achieve them together ▪ Openly shares knowledge and learns from each other
2) Integrity	Honesty, integrity and the highest ethical standards in day-to-day activities to protect our reputation in relationships with all our stakeholders; ensures people decisions are objective, fair and transparent
	<ul style="list-style-type: none"> ▪ Honest, fair and ethical in all business practices ▪ Cares for MWSPC’s reputation inside and outside of the workplace ▪ Treat MWSPC as their own business ▪ Treats people fairly and appreciates diversity
3) Care	Sustained care and fairness for our people, the communities we touch and the environments we operate in; communicates clear direction
	<ul style="list-style-type: none"> ▪ Actively finds ways to improve the quality of life of colleagues and the communities within which MWSPC operates ▪ Creates a learning environment that ensures high employee engagement to fulfill their aspirations ▪ Takes interests in others ▪ Respects and practices the environment through sustainable operation practices
4) Ownership	Personal ownership for quality results in pursuit of our collective goals; provides authority and responsibility to others; is tolerate of mistakes and supportive
	<ul style="list-style-type: none"> ▪ Treats MWSPC as own business, goes above and beyond expectations not only for own function or department, but for MWSPC as a whole ▪ Establishes clear goals and expectations for ourselves, and sets high standards for own performance ▪ Takes responsibility for own actions and behaviors, does not pass the blame when things go wrong